

LIBRARY TECHNICAL ASSISTANT (SAFETY)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 8, 2006

Collective Bargaining Identification: R04

Job Analysis Conducted By: Joy Brown, Associate Personnel Analyst,
Department of Corrections and Rehabilitation,
Selection Services Section

Number of Incumbents: There are 70 incumbents in this classification per
Department of Corrections Filled/Vacant Position
Report dated April 14, 2006.

Names of the Subject Matter Expert(s) and their background:

Dawn Duxbury, Library Technical Assistant (Safety), Central California Women's Facility
Dawn Duxbury has worked for the California Department of Corrections and Rehabilitation (CDCR) for over 15 years. Dawn is currently working at Central California Women's Facility as Sr. Librarian (A) and has been Library Technical Assistant I for 15 years.

Jeannette Evert, Library Technical Assistant (Safety), Pelican Bay State Prison
Jeannette Evert has worked for CDCR for over 16 years. Jeannette is currently working at Pelican Bay State Prison and has 6 years as a Library Technical Assistant.

Wandallee Gipson, Library Technical Assistant (Safety), Kern Valley State Prison
Wandallee Gibson has worked for CDCR for over 13 years. Wandallee is currently working at Avenal State Prison and Kern Valley State Prison as a Library Technical Assistant and has been Sr. Librarian (A) for 2 1/2 years.

Harold Stanford, Senior Librarian, California Correctional Institution
Harold Stanford has worked for CDCR for over 13 years. Harold is currently working at California Correctional Institution as a Senior Librarian and has been a Library Technical Assistant for 4 years.

LIBRARY TECHNICAL ASSISTANT (SAFETY) INFORMATION GATHERING

The initial list of tasks and knowledge's, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- Occupational Information Network-O*NET On Line
- State of Missouri-Class Specification
- State of Utah-Class Specification
- State of Minnesota-Class Specification
- Duty Statements-California Correctional Institution
- United States Office of Personnel Management, Classification Programs Division
- History File